

PROJECT DMT 99-0203

STATEMENT OF WORK

FOR

**INSPECTION, MAINTENANCE, AND REPAIR OF MANUAL
AND ELECTRICAL HOISTING EQUIPMENT**

DAVIS-MONTHAN AIR FORCE BASE, ARIZONA

APRIL 1998

SECTION C-1

GENERAL INFORMATION

- 1.1 SCOPE OF WORK.** The contractor shall furnish all plant, labor, parts, materials, equipment, and transportation to comply with the requirements of this Statement of Work (SOW). One annual load test of each piece of equipment, magnetic particle inspection of all hooks and respond to service calls for all equipment covered in this SOW. The contractor shall include all costs for lubricants, oils, graphite, spray, and grease, as well as minor replacement parts such as nuts, bolts, washers, sealant, etc., required during maintenance and unscheduled repair in his contract pricing. The contractor shall submit all schedules as to when the work will be done to the COTR no later than the contract start date and before any changes are implemented.
- 1.2 CONTRACTOR PERSONNEL:**
- 1.2.1 Contract Manager. The contractor shall provide a contract manager who shall be responsible for the performance of work. The name of this person, and an alternate or alternates, who shall act for the contractor when the manager is absent, shall be designated in writing to the contracting officer.
- 1.2.1.1 The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.
- 1.2.1.2 The contract manager or alternate shall be available during normal duty hours within 60 minutes to meet on the installation with government personnel (designated by the contracting officer) to discuss problem areas. After normal duty hours, the manager or alternate shall be available within two (2) hours.
- 1.2.1.3 The contract manager and alternate or alternates must be able to read, write, speak, and understand English.
- 1.2.2. Contractor Employees. The contractor shall not employ persons for work on this contract if such employee is identified to the contractor by the contracting officer as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population.
- 1.2.2.1 This shall be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges, which contain the company name and employee name. Clothing must be appropriate wear to maintain the professional, positive image of Davis-Monthan AFB.
- 1.2.2.2 The contractor shall not employ any person who is an employee of the US Government if employing that person would create a conflict of interest. Additionally, the contractor

shall not employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to DoD 5500.7R Joint Ethics Regulation. The contractor shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to the policies in AFR 64-106.

- 1.2.2.3 The Contractor is cautioned that off-duty active military personnel hired under this contract may be subject to permanent change of station (PCS), change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the Contractor's ability to perform. Their absence at any time shall not constitute an excuse for nonperformance under this contract.
- 1.2.3 Security Requirement. The Contractor and his employees must comply with all applicable security requirements while on the military installation.
- 1.2.3.1 Identification cards: ID cards (DMAFB FORM 75) shall be obtained by all Contractor employees. Applications for ID cards may be obtained and approved at the 355th Contracting Squadron, building 2525, Davis-Monthan AFB, during normal duty hours (7:30 a.m. to 4:00 p.m. Monday through Friday). Contractor shall be responsible for turning in ID cards of terminated employees.
- 1.2.3.2 Vehicle registration: If contract employees wish to drive on base, they must register their vehicle with the Security Police, Vehicle Registration Section, building 3200, Davis-Monthan AFB. The following are necessary to obtain vehicle registration:
- (1) Show proof of insurance coverage in the amounts of \$15,000 and \$30,000 in bodily injury and \$10,000 in property damage.
 - (2) Show proof of ownership by car registration or title
 - (3) Possess a current, valid driver's license.
 - (4) Show current identification card.
- 1.2.3.3 Contractor will be required to submit to the contracting officer a list of employees showing at least two types of identification numbers. This list shall be updated as changes occur.
- 1.2.3.4 Access to the Aerospace Maintenance and Regeneration Center (AMARC) area: This project includes work located in the AMARC area, a controlled area. Strict security and personnel access control is maintained. Contractor personnel must be listed on an entry authorization list (EAL), have proper identification, and obtain passes at AMARC's gate of entry to the work site. These procedures will usually require approximately 5-10 minutes to accomplish; however, the security police may be required to respond to

situations of higher authority and entry and exit delays of up to one hour may be incurred. Delays in excess of 60 minutes will be reimbursed by the Government. It shall be the responsibility of the Contractor, after 30 minutes of delay, to attempt to notify the security police desk sergeant for assistance, then notify the contracting officer.

1.2.3.4.1 Seven (7) days prior to the initial commencement of work, the Contractor must submit to the contracting officer a list of the names, social security numbers, and driver's license numbers, or other means of positive identification of all employees being utilized for on-site work. Foremen's, supervisors, and superintendents must be identified on the Contractor's list. A list of all company vehicles to be used within the AMARC area, including make a license plate or vehicle registration number, must also be furnished to the Contracting Officer. All changes must be submitted 48 hours in advance of the added persons or vehicles required access to the site.

1.2.3.5 Access to Facility Number 128: This project includes work located within facility number 128, Det 1, 120th Fighter Intercept Group. Strict security and personnel access control is maintained. Contractor personnel must be listed on an EAL, have proper identification to obtain entry to the work site. These procedures will require approximately 50-10 minutes to accomplish and shall be considered as part of the normal work schedule on the first day and shall be revalidated once every 90 days while the project continues. Contractor personnel will be required to stop at the Det 1, 120th Fighter Intercept Group control point.

1.2.3.5.1 Seven (7) days prior to the initial commencement of work, the contractor must submit to the Contracting Officer a list of the names, social security numbers, and driver's license numbers or other means of positive identification of all employees being utilized for on-site work. Foremen, supervisors, and superintendent must be identified on the Contractor's list. A list of all company vehicles to be used within the Det 1, 120th Fighter Intercept Group area, including make and license plate or vehicle registration number, must also be furnished to the Contracting Officer. All changes must be submitted 48 hours in advance of the added person's or vehicle's required access to the site.

1.2.4 Employee Training. Ensure all work will be performed by a competent, qualified mechanic, experienced and qualified to work on the specified make or type of cranes, hoists, and elevators and that all work will be performed in accordance with the standard commercial practices and without unnecessary delays.

1.3 QUALITY CONTROL:

1.3.1 RECORDS. The Contractor shall maintain records of all preventive maintenance inspections, service calls, and load tests performed. Records shall include the name of the technician/inspector, date of service, description of service, discrepancies found, corrective action taken, and date of corrective action. Documentation shall be kept and

made available to the government throughout the contract performance period and after contract completion until final settlement of any claims under this contract.

- 1.3.2 **REPORTS.** The contractor shall provide to the COTR two (2) copies of the inspection format showing the conditions of the equipment inspected, a field certification sheet for weight tests, and any notes or recommendations provided by the service technician.
- 1.3.3 **QUALITY ASSURANCE.** Inspection by the government will be accomplished in accordance with the Inspection of Services clause, "Inspection of Services—Fixed Price (Feb 1992), FAR52.246.6. Any action taken by the Contracting Officer as a result of inspections by the government will be according to the terms of the contract
- 1.4 **PHYSICAL SECURITY.** The Contractor shall be responsible for safeguarding all Government property provided for contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.
 - 1.4.3 **Key Control.** The Contractor shall establish and implement methods of ensuring that all keys issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. No keys issued the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that will be included in the quality control plan.
 - 1.4.3.1 The contractor shall immediately report to the COTR or contracting officer, any occurrence of lost or duplicated keys.
 - 1.4.3.2 In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the contracting officer, to rekey or replace the affected lock or locks without cost to the government. The government may, however, at its option, replace the affected lock or locks or perform rekeying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted from the monthly payment due the contractor.
 - 1.4.3.3 All keys issued to the contractor will be maintained and secured in the Contractors office after each nights cleaning. At no time will the contractor or any employee of the contractor remove the keys form Davis-Monthan AFB, unless specifically authorized by the Contracting Officer.
 - 1.4.3.4 The Contractor shall prohibit the use of keys issued by the Government by any persons other than the contractor's employees. The Contractor shall prohibit the opening of locked areas by the Contractor's employees to permit entrance of persons other than the Contractor's employees engaged in the performance of assigned work in those areas.
 - 1.4.3.5 **Key Inventory.** The contractor and COTR shall inventory all keys issued to the contractor on the first day of contract startup and every six months thereafter. If determined

necessary by the contracting officer the keys may be inventoried more often. The contractor is responsible for maintaining two individual sets of keys, supplied by the government, by building.

- 1.4.4 Lock Combinations. The contractor shall control access to all government provided lock combinations to preclude unauthorized entry.

1.5 HOURS OF OPERATION.

- 1.5.3 Hours of Operations. The contractor shall perform all services between the hours of 0800 and 1500, Monday through Friday, except on the following Federal holidays;

- 1.5.3.1 Holidays. Except as noted in the Schedule of Work, work shall not be required on the following holidays nor on holidays observed in lieu thereof:

New Year's Day	Labor Day	Columbus Day
President's Day	Veteran's Day	Thanksgiving
Memorial Day	Independence Day	Christmas
Martin Luther King's Day		

- 1.5.4 Emergency of Special Events Services. On occasion, services may be required to support an activation or exercise of contingency plans outside the normal duty hours described above. The Contractor's responsibilities for emergency support are described in Section C-5.

- 1.6 CONSERVATION OF UTILITIES.** The contractor shall make sure employees practice utilities conservation. The contractor shall be responsible for operating under conditions that prevent the waste of utilities to include:

- 1.6.3 Lights shall be used only in areas where and when work is actually being performed.

- 1.6.4 Employees shall not adjust mechanical equipment controls for heating, ventilation, and air conditioning systems.

- 1.6.5 Water faucets or valves shall be turned off when not in use.

- 1.7 RECORDS.** The contractor shall be responsible for creating, maintaining, and disposing of only those government required records that are specifically cited in this SOW or required by the provisions of a mandatory directive listed in section C-6, Applicable Publications and Forms. If requested by the Government, the contractor shall provide the original record, or a reproducible copy of any such record within 5 working days of receipt of the request.

- 1.8 COORDINATION WITH OTHER CONTRACTORS.** The Government may undertake or award other contracts for work other than custodial service, and the

Contractor shall fully cooperate with such other contractors and Government employees and carefully fit his own work to such additional work as may be directed by the Contracting Officer. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by any Government employee.

2.1 TECHNICAL DEFINITIONS

- 2.1.1 Preventive Maintenance. Inspection, adjustment, cleaning, and lubrication of all portions of the equipment IAW applicable checklist items to ensure safe, dependable and satisfactory operations of the equipment.
- 2.1.2 Unscheduled Repairs. Those repairs that are required either during a preventive maintenance inspection or repairs due to breakdown in between scheduled inspections.

SECTION C-3

GOVERNMENT FURNISHED PROPERTY AND SERVICES

- 3.0 GENERAL.** The Government shall provide the facilities, equipment, materials, and supplies listed here or in Technical Exhibit 1. In the event repairs must be accomplished at the contractor's facility, the contractor must sign a receipt for the government-owned equipment on a DD Form 1149 to be furnished by the Government.

3.1 GOVERNMENT-FURNISHED PROPERTY.

- 3.1.1 Government Furnished Equipment: No equipment will be furnished.
- 3.1.2 Government Furnished Materials: None furnished.
- 3.1.3.1 Supplies. None furnished.
- 3.1.3 Government-Furnished Records: None furnished.

3.2 GOVERNMENT FURNISHED SERVICES.

- 3.2.1 Government Furnished Utilities. The Government shall furnish, without cost to the Contractor, a reasonable amount of utilities from existing source. These utilities are to be used only in connection with the performance of this contract.
- 3.2.2 Security Police and Fire Protection. Security police phone numbers, dial 3200 from on base line and 228-3200 from outside line. The fire departments phone number from on base phone, dial 177 from outside line, 228-3333.

SECTION C-4

CONTRACTOR FURNISHED ITEMS AND SERVICES

- 4.1 **GENERAL.** Except for those items or services specifically stated in Section C-3 as Government Furnished, the contractor shall furnish everything needed to perform this contract according to all terms.

SECTION C-5

SPECIFIC TASKS

- 5.1 **GENERAL.** The contractor shall furnish all plant, labor, parts, materials, equipment, and transportation to comply with the requirements of this Statement of Work (SOW). One annual load test of each piece of equipment, magnetic particle inspection of all hooks and respond to service calls for all equipment covered in this SOW. The contractor shall include all costs for lubricants, oils, graphite spray and grease, as well as minor replacement parts such as nuts, bolts, washers, sealant, etc. required during maintenance and unscheduled repair in his contract pricing. The contractor shall submit all schedules as to when the work will be done to the COTR no later than the contract start date and before any changes are implemented.
- 5.2 **COMPENSATION FOR PARTS.** The government will compensate for all parts and labor required, except for those minor parts and materials stated in para 5.1, General. The contractor, prior to purchasing any parts or performing any labor, in connection with a repair must submit a detailed estimate for parts and labor to the Contracting Officer (CO) or Contracting Officer's Technical Representative (COTR) for approval. Compensation for parts will be on the contractor net invoices from his suppliers, to his billing to the Government.
- 5.3 **REPORTING.** The contractor shall notify the COTR office prior to performing unscheduled repairs. The contractor's office is located in Bldg 5313, Davis-Monthan AFB, telephone number 228-4175. The contractor shall also notify the COTR's office after completion of the work.
- 5.3.1 The contractor shall notify the COTR prior to commencement of any service described herein, and before leaving the service area. After completion of work, the contractor shall obtain a signature on their service ticket from that individual who accepts services. Service tickets shall also state order number, services performed, date/time commenced, date/time completed, equipment serviced, and signature of the contractor.

5.4 PREVENTIVE MAINTENANCE.

- 5.4.1 Schedules. The contractor will establish an applicable schedule for preventive maintenance inspections. Schedules will be for the government's fiscal year starting 1 October through 30 September. The contractor will be required to submit to the contracting officer for approval the yearly schedule no later than the contract award date. Aircraft hangar movement scheduling may affect the contractors proposed schedule. The contractor and COTR will coordinate these schedules. Approved schedules shall not be changed without prior approval of the contracting officer. The contractor will also coordinate with the COTR seven (7) work days prior to inspection to preclude any interference with work in the facilities. Contractor personnel will be required to perform some services in secured areas. The contractor will contact the COTR, who will arrange for escort.
- 5.4.2 Services. The contractor shall ensure all maintenance, standard to the industry, adjustments, cleaning, and lubrication will be performed to ensure safe, dependable, and satisfactory operation of each piece of equipment in this SOW. Inspections shall be completed during the government's fiscal year--October through September. The estimated number of hours required for preventive maintenance inspections is 482 for each year of the contract.
- 5.4.2.1 Ensure all parts and materials used will be new and conform to the original equipment manufacturer's specifications, unless otherwise approved by the Contracting Officer, or his/her designated representative.
- 5.4.2.2 Have available suitable, modern equipment necessary for the satisfactory execution of repairs and all special tools for the proper servicing of the cranes, hoists, and elevators covered under this contract.
- 5.4.2.3 Utilize only competent, experienced journeyman mechanics qualified to perform the systematic inspection and preventive maintenance in accordance with the standard commercial practices and without unnecessary delays.
- 5.4.2.4 Perform all inspections as required in accordance with the American National Safety Institute (ANSI) Standards—ANSI B30 series for the cranes and hoists, and AFOSH 91-46.

3.5 INTERVENING REPAIR SERVICE/SERVICE CALLS:

- 5.5.1 The contractor will provide all necessary intervening services including all equipment, tools, labor, transportation, lubricants, and minor parts (as previously defined).
- 5.5.2 Allowable Repair Time: The contractor will be allowed a maximum of eight working hours, after notification by the Government, to restore the unit (crane or hoists) to

operational status acceptable to the facility cranes, hoists, and elevator monitor or his authorized representative.

- 5.5.3 Services shall be performed as follows: Repair to the extent necessary to assure a safe and serviceable crane or hoists that will efficiently service their intended purposes as determined by inspection tests or disassembly as required.
- 5.5.4 When it is determined that the cranes and hoists or parts thereto are not in need of extensive repair and can be restored to a serviceable condition by adjustments, replacement, of parts or minor repairs, the contractor will accomplish only such work as necessary to restore the cranes and hoists to a safe and serviceable condition.
- 5.5.5 Ensure replacements of materials or parts supplied by the contractor will be new and conform to the original equipment manufacturer's specifications unless otherwise approved by the Contracting Officer. Rebuilt assemblies or subassemblies may be used in repair of the cranes and hoists if the item is standard and is a standard industry practice, and the rebuilt assembly or subassemblies carries the same warranty as a new assembly or subassembly.
- 5.5.6 Ensure replacements of materials or parts supplied by the contractor will be new and conform to the original equipment manufacturer's specifications unless otherwise approved by the Contracting Officer. Rebuilt assemblies or subassemblies may be used in repair of the cranes and hoists if the item is standard and is a standard industry practice, and the rebuilt assembly or subassemblies carries the same warranty as a new assembly or subassembly.
- 5.5.7 Ensure original design and design functional capabilities will not be exchanged, modified, or altered unless such changes are authorized by the contracting officer.
- 5.5.8 Extend to the government all commercial warranties commonly associated with the replaced parts and consistent with standard commercial practices.
- 5.5.9 Have available suitable modern equipment necessary for the satisfactory execution of the repairs and all special tools for the proper servicing of the cranes and hoists covered under this contract.
- 5.5.10 **Excluded Services:** Modifications and/or additional attachments to the present cranes and hoists, repair or services which can be definitely attributed to operator negligence, fire or water damage, shall not be included under the terms and conditions of this contract. Repairs and/or services of this nature shall not be performed by the contractor without the prior written approval of the Contracting Officer. Repair or services of this nature will be negotiated on an individual basis by the Contracting Officer

5.5 RATED LOAD TEST:

- 5.5.1 The contractor shall furnish all equipment, transportation, labor, etc., to perform the rated load test. Each unit shall be tested once every 12 months in conjunction with the first scheduled preventive maintenance inspection, and shall be retested upon completion of any intervening repair service that includes: extensive repairs, complete overhaul, modification or cable replacement. Upper and lower limit shut-off switches will be adjusted accordingly to perform the rated load tests. Above action shall be accomplished at no additional cost to the Government.
- 5.5.2 Contractor shall utilize actual certified weights or dynamometer methods as required by current commercial practices and ANSI standards to ensure safe and dependable operations.
- 5.5.3 Rated load tests will be 125 percent of the rated capacity of the cranes and hoists unless otherwise stated by applicable Air Force regulations or recommended by the manufacturer.
- 5.5.4 Rated load tests must be witnessed by the applicable building cranes and hoists monitor and validated.

5.5 STENCILING.

- 5.5.1 The contractor shall permanently stencil on all the units their rated capacity, and month and year of last load test in accordance with AFOSH 127-10, reference paragraph V.A.
- 5.5.2 Additionally, the contractor will remove any markings and stencils which have been superseded or are erroneous.

5.5 MAGNETIC PARTICLE INSPECTIONS. Inspections will be performed on all units to be load tested. Repairs will be performed in accordance with items found during Preventive Maintenance and/or Intervening Repair Service appropriately.

5.9 WARRANTY. The contractor shall warrant all products and services included in this agreement to be free from defects and workmanship for six (6) months from date of accepted service.

5.11 HOLD HARMLESS AND INDEMNIFICATION AGREEMENT: The contractor shall save and hold harmless and indemnify the government against any and all liability claims and costs of whatsoever kind or nature for injury to or death of any person or person, and for loss or damage to any property occurring in connection with or in any way incident to arising out of the occupancy, use service, operations, or performance of work under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of contractors, any subcontractors, or any employee, agent or representative of contractor or subcontractor.

5.11 DAMAGE TO GOVERNMENT PROPERTY FROM CAUSES OTHER THAN

CONTRACTOR'S NEGLIGENCE. Nothing in the above paragraphs shall be considered to preclude the government from receiving the benefits of any insurance the contractor may carry which provides for indemnification for any loss of, destruction of or damage to property in the custody and care of the contractor, where such loss, destruction of or damage is to the Government property. The contractor shall do nothing to prejudice the Government right to recover against third parties for any loss of, destruction of or damage to government property, and upon the request of the Contracting Officer, shall at the government expense, furnish to the Government all reasonable assistance and cooperation (including assistance in the prosecution of suite and the execution of instruments of assignment in favor of the government in obtaining recovery).

**TECHNICAL EXHIBIT 1
EQUIPMENT LIST**

(See attached list—4 pgs)

**TECHNICAL EXHIBIT 2
APPLICABLE MAPS**

(See attached map—1 sheet)

